

VOLUNTEER JOB DESCRIPTION

Volunteer Coordinator

ROLE OVERVIEW:

Here at the Elton Community Centre we are a small team making a big impact! We run important projects, events & clubs including the Elton foodbank which is vital in supporting people during times of need. The Volunteer Coordinator will oversee the co-ordination and administration function for all new, existing, and returning volunteers at the centre. Working to promote our volunteer offer to attract an excellent and diverse volunteer base enabling more people to benefit from our services in the local community. The Volunteer Coordinator also works collaboratively with others at the centre to help ensure that our projects are delivered.

SUPERVISOR: Chair

LEARNING OUTCOMES: All our volunteer roles at the centre offer the opportunity to learn new skills and develop in your chosen area of volunteering. Volunteering with us also gives you the opportunity to contribute and support the local community whilst meeting new people and building relationships.

MAIN ROLE RESPONSIBILITIES:

- Supporting the application and selection process for new and returning volunteers.
- Support the promotion of volunteering opportunities within the local community.
- Coordination of new starter volunteer induction sessions.
- Administration of volunteer information including processing applications & onboarding in accordance with privacy and data protection policies.
- To ensure the appropriate use and safe storage of personal information.
- To grow the number of volunteers at the centre and help identify where volunteer roles will support the centre and its projects.
- Working in collaboration with volunteer coordinators to match volunteers to roles and to coordinate weekly shifts ensuring that business cover is sufficiently met.
- To promote volunteer welfare and to engage with and offer advice and support to potential volunteers face to face, via telephone or email.

PERSON CRITERIA:

- Relevant volunteering or volunteering coordination experience desirable but not essential.
- Good communication skills.
- Motivation to recruit, engage and retain volunteers to the centre.
- Ability to build relationships and work with others.
- Good organisation and administration skills.
- Some knowledge of GDPR, Equal Opportunities and Safeguarding desirable.

Applications are available from the Community Centre or online via our website www.eltoncommunitycentre.co.uk . Completed applications can be returned directly to the centre or emailed to admin@eltoncommunitycentre.co.uk